



BRAMPTON VILLAGE PRIMARY SCHOOL

GUIDELINES FOR ADMINISTRATION OF MEDICINES IN SCHOOL

To ensure the safety of all children, and to protect school staff, the following procedures regarding the administration of medicine in school will be followed:

Parents will be invited to come to school to administer medicine at the required time, but if this is not possible, the parent must sign the form below.

Parents requesting the school to administer medicine must bring it to the office and complete this form. All medicines will be kept in a medicine cabinet or a fridge as appropriate. The medicine must be supplied in the container in which it was dispensed, with a measuring spoon if needed.

Although every endeavour by staff will be made to remember to administer medicine to a child at a certain time, parents should be aware that administration of medicine is not part of the normal routine and, as a consequence, busy staff on occasion may not remember. It will be helpful if you ensure your child is aware of the need to take medication and that the child is encouraged to ask the teacher for this.

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I give permission for Brampton Village Primary School staff to administer:

(Name of medicine)

To my child (name)..... Class.....
at my request.

Please write clearly the dose needed

at (Time)

Reason for medicine

The medication should / should not be kept in the fridge.

Signed..... Parent/Guardian

Print Parent/Guardian

Date.....